

Town of Smiths Falls

Job Description

DATE: November 2020

TITLE: Parks and Recreation Facilities Operator

REPORTS TO: Operations Supervisor

POSITION SUMMARY:

The Parks and Recreation Facilities Operator is responsible for the maintenance of the Smiths Falls Community Centre and Youth Arena as well as all recreational facilities within the Community Services Department. Responsibilities will include but not be limited to ice resurfacing, manual labour, landscaping, special event and tournament support.

The Parks and Recreation facilities Operator will provide a positive environment for all participants, users and guests by providing customer support when needed and to maintain optimal schedule compliance within the arena, halls, and outdoor recreational facilities.

DUTIES:

- Operation and maintenance of ice resurfacing equipment
- Follow and maintain ice schedule for to ensure optimum user group standards
- Ensure rentals and events run as scheduled
- Operation and maintenance of park equipment including: push lawnmowers, riding lawnmowers, front end loader, weed eaters, etc.
- Understand and monitor the operation of refrigeration systems
- Assist with the physical set up, tear down, supervision, maintenance, etc. associated with special events
- Physical maintenance of municipal arenas, parks and community recreation centres
- Perform minor renovations to facilities utilizing general skills
- Ability to work a flexible work schedule including evenings, weekends and holidays on routine basis
- Other related duties as may be assigned from time to time

RECOMMENDED QUALIFICATIONS:

- Minimum Education: Ontario Secondary School Graduation Diploma, or equivalent education in related experience.
- Class G drivers licence
- Working knowledge of specialized equipment such as ice resurfer is considered as asset

- Training and/or experience specific to horticultural field considered an asset
- Current CPR and First Aid Certificates
- Training in and knowledge of Health & Safety Legislation, Propane Handling procedures
- Chainsaw License is considered an asset
- Good physical health